

JOB ANNOUNCEMENT

POSITION TITLE: Deputy Court Clerk - Collections
LOCATION: 2nd District Juvenile Court - Ogden
TYPE OF POSITION: Part-time (19 hrs/week), no benefits
HIRING RANGE: 29 - 34/ \$10.68 to \$12.23
CLOSING DATE: August 22, 2006 at 5:00 PM

APPLICATIONS SHOULD BE DIRECTED TO:

Jeanette Gibbons
444 26th Street
Ogden, UT 84401
801-626-3817 (phone)
801-626-3827 (fax)

DUTIES: Under general supervision, collects delinquent fines, fees and assessment as ordered by the court:

- Notifies defendants of delinquent accounts using various methods, to include telephone, mail, in-court and other personal contacts, and other methods which may be developed by Collections Program Manager
- Prepares spreadsheets and keeps records
- Obtains and evaluates information from defendants leaving court; negotiates assignable payment agreement, subject to court order, and supervisor's approval
- Utilizing a computer, reviews record of payments and balances due; monitors and updates status of accounts
- Locates current address and phone numbers using skip tracing software
- Performs other related court duties as assigned

MINIMUM QUALIFICATIONS:

Graduation from high school or GED **plus** three years of: 1) higher education, or 2) clerical experience, or 3) customer service experience in an office setting, or 4) any combination of the above. Knowledge of office procedures, basic bookkeeping, grammar and spelling, keyboarding at 40 wpm and word processing skills are also required. **Applicants must submit verification of typing speed at 40 wpm from www.typingtest.com or website of your choice.**

APPLICATION INFORMATION: Applications may be obtained from Utah Dept of Workforce Services, the Administrative Office of the Courts, 450 S State St., PO Box 140241, SLC, UT 84114-0241. Phone: (801) 578-3890 or from our website at www.utcourts.gov

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